

Deliverable 1: Student Needs Assessment Summary

What is it?

Since your agency conducted a community needs assessment and submitted a summary of those results with the funding application, it will not be necessary to conduct an additional community needs assessment.

Agencies should now assess and submit a summary of the needs of their learners by conducting a “student needs assessment.” The results from your student needs assessments will help identify areas to guide the selection and development of relevant civics education objectives.

How does it relate to civic participation?

Agencies examine the needs of previous and current students as well as the community needs such as local demographics and economic and job market trends. They then analyze the data and use it to identify civic participation objectives. These objectives, which directly reflect the wants and needs identified by the learners, govern the focus of the civic participation curriculum development and instruction.

Why do I need it?

The major purposes of student needs assessments are to:

- ◆ Gather information about the English literacy skill levels brought to the classroom;
- ◆ Guide the development of appropriate instructional materials, community resources, skills assessments, instructional approaches, and professional development;
- ◆ Provide information on what adult learners want to know, need to know, and need to be able to do in order to benefit from participation in civics education activities and sustained civic engagement; and
- ◆ Guide the development of appropriate civic participation education objectives.

Using the information from your needs assessments.

Examine the results of your student needs assessment, as well as the community needs assessment that you submitted with your grant application to identify:

- ◆ Your agency’s gaps in instructional services currently provided in terms of literacy, basic skills, and civic participation,
- ◆ The need for collaborative arrangements with other agencies to provide civic participation educational services to target populations

Include this information in your Student Needs Assessment Summary.

Note: Needs assessment is an ongoing process. Community and program demographics and economic trends change. The target population(s) and the class offerings to meet the needs of your population often shift dramatically from one year to the next. The needs of the learners enrolled in an agency’s classes six months ago may be quite different from the needs of those seeking classes today. Decisions based on assessments conducted with

the previous year's students may require some revision based on the demographics of the students who enroll this year.

Student Needs Assessment Summary Form Instructions

How do I submit this information?

The Student Needs Assessment Summary form is on the CDE Website
<<http://www.cde.ca.gov/adulteducation/>>.

- ◆ Save this form to your computer hard drive
- ◆ Add the summary information from your student needs assessments,
- ◆ Use the "Save As" command to save the completed form with your agency name (as listed on your grant application), the type of form ("needs assessment"), and the date of submission ("09-25-03")
- ◆ Submit this form as an e-mail attachment at the same time that you submit your Objectives Submission Form to elcivics@casas.org

To fill out the top part of the form:

1. Write the name of your agency ***as it appears on your grant application***.
2. Enter the date that you have completed the form. If you make any changes to the form during the year, place the date the revision was completed in the "Date Revised" section.
3. Enter the name of the person who completed the form.
4. Enter the telephone number for the person who completed the form.
5. Enter the current e-mail address for the person who completed the form.
6. Enter the name of the CASAS Program Specialist assigned to your agency.

Write approximately two paragraphs that summarize the results of your student needs assessments to identify:

- ◆ A description of the needs assessment process
- ◆ The most crucial civic needs of the students as reflected by the information above and a general overview of how your agency plans to meet those needs
- ◆ The need for collaborative arrangements with other agencies to provide civic participation educational services to target populations

Send a copy of the Student Needs Assessment Summary Form ***with*** your Objectives Submission Form as attachments to the e-mail address at the top of the form: elcivics@casas.org. **Both forms are due before September 30, 2003.**